

## Supervisory Training

The Human Resources Department is continuing its proactive approach to supervisory training within the County established in 2007. This approach will benefit all by introducing supervisors to key principles of ethical conduct and personal responsibility for compliance with applicable laws, regulations and County policies.

Experience has taught us that a well trained Supervisory staff will result in greater productivity and improved employee morale. The workshops offered in 2008, and repeated in 2009, cover a variety of topics including relating effectively to your staff, your legal responsibilities as a supervisor, financial management for your department and a knowledge of safety in the workplace from a supervisory viewpoint.

You are invited to join our highly qualified team of instructors in a training series that will benefit you and your employer.

*All classes will be held at the Emergency Services Building, Mannington Township unless otherwise noted.*



Return this form to:  
County of Salem  
Human Resources Department  
94 Market Street  
Salem, New Jersey 08079  
Attn: Training Coordinator

## Salem County Training



## Supervisory Training 2008

## Salem County Employees

Barbara Smith Duffy, Training Coordinator  
v. (856) 935-7510 x8551  
f. (856) 935-6137  
bduffy@salemcountynj.gov

# Salem County Supervisory Training

## Effective Communication Skills

January 2, 2008 or July 2, 2009 1:00 pm

By the end of this session, participants will have a thorough knowledge of different communication styles and techniques that create different communication perceptions. They will learn what types of approaches are necessary to communicate effectively in different types of situations.

Instructor: Anthony Riccio, EAP

## Supervisors' Legal Responsibilities

February 6, 2008 or June 3, 2009 10:30 am

Participants will develop an understanding of the legal side of supervision and will acquire the knowledge to proficiently deal with a variety of employment and legal issues. Real-life episodes are discussed and the ramification of not complying with employment laws. *Class conducted at the SCC Salem Center.*

Instructor: Ellen Horn

## Financial Management for Supervisors

March 5, 2008 or March 4, 2009 1:00 pm

This session introduces new supervisors to some of the financial terms, tools and concepts that they may need in their new roles. Participants will learn the fundamentals of budgeting and how to quickly recognize and analyze budget-to-actual variances. While this session will not take the place of a bona fide accounting course, it will bring your new supervisors up to speed on key financial concepts and "lingo" so that they can capably and confidently accept responsibility for the financial performance of their departments and engage in management discussions regarding fiscal matters.

Instructors: Joanne Bell and Carol Wooten

## Employee Relations

April 2, 2008 or October 7, 2009 1:00 pm

Developing a Positive Corporate Culture - Participants will learn the importance of healthy employee relationships; what strategies motivate to improve morale; understand the strategy that employees are the County's number one asset; and to instill true sense of ownership.

Instructor: Anthony Riccio, EAP

## Motivating Team Building

May 7, 2008 or November 4, 2009 1:00 pm

By the end of this session, participants will have learned how to evaluate and implement motivational theory and various techniques that can be used to foster a high performance environment. Participants will role-play different situations that will help them apply the material on the job. Participants will understand the team building process and be able to develop methods that can be used to create and manage cohesive work groups within their organization. They will realize the benefits of team building, learn how to hold effective meetings, and be introduced to problem solving processes.

Instructor Robin Weinstein

## The Supervisor and Safety

June 4, 2008 or August 5, 2009 1:00 pm

The program will explain the legal responsibilities and liabilities managers face on the job. Addressed during this program are the supervisors' responsibilities, accident costs, hazard identification and accident investigation. This program is recommended for front-line supervisors and middle managers.

Instructor: PEOSH Representative

## Conflict Resolution

July 2, 2008 or April 1, 2009 1:00pm

Participants will practice applying approaches that can be used in any conflict situation. Participants will learn their personal approaches to stressful situations through assessment and understand how to address various levels of anger and stress. They will learn how anger and stress affect performance and learn new techniques to improve such situations. They will receive instruction on developing and understanding healthy relationships.

Instructor: Anthony Riccio, EAP

## Harassment Prevention

August 6, 2008 or December 2, 2009 10:30 am

The training seminar will provide employees with a background on the laws prohibiting harassment in the workplace, including sexual harassment. The seminar will also include a review of the County's Policy Prohibiting Harassment in the Workplace to ensure that all employees are familiar with the policy, the conduct it prohibits and the procedures to follow should an issue arise. *Class conducted at the SCC Salem Center.*

Instructor: Ellen Horn

## Leadership Skills for Supervisors

September 3, 2008 or February 4, 2009 1:00 pm

Participants will acquire the knowledge to understand what the County expects from a supervisor, what their responsibilities are within the organization, how to apply their responsibility and authority to effectively manage the workforce, and why specific core competencies are needed to be an effective supervisor.

Instructor: TBA

## Performance Evaluation / Discipline

October 1, 2008 or January 7, 2009 1:00 pm

By the end of this session, participants will have the comprehensive knowledge to assist them in improved evaluation and performance management of their subordinates. This session focuses on conducting fair and legal evaluations and providing effective performance feedback utilizing subjective criteria.

Instructor: Anthony Riccio, EAP

## Safety Audit and PEOSH Record Keeping

November 5, 2008 or May 6, 2009 1:00 pm

Designed to assist employees responsible for health and safety in quickly identifying workplace safety and health hazards. The goal is the program is to increase the supervisor's hazard awareness and ability to monitor their workplace. The program is also recommended for safety and health committee members.

Instructor: PEOSH Representative

## Time Management and Planning

December 3, 2008 or September 2, 2009 1:00 pm

During this session, participants will become familiar with the planning, organization and time management skills that are necessary to set realistic goals that are aligned to business needs, develop effective action plans to achieve goals, and to manage time wisely. They will be instructed on the use of spreadsheet tools to help organize hard to manage projects and timelines.

Instructor: TBA

## Sign Up Form Supervisory Training 2008/2009

		Please place a check mark in the box to select year and class:	Cost to You	Total
2008	2009			
<input type="checkbox"/>	<input type="checkbox"/>	Effective Communication Skills	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Supervisors' Legal Responsibilities	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Financial Management for Supervisors	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Employee Relations	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Motivating Team Building	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	The Supervisor and Safety	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Conflict Resolution	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Harassment Prevention	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Leadership Skills For Supervisors	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Performance Evaluations/Discipline	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Safety Audit & PEOSH Record Keeping	\$50.00*	_____
<input type="checkbox"/>	<input type="checkbox"/>	Time Management and Planning	\$50.00*	_____

Total: \_\_\_\_\_

\* No cost to Employees of the County of Salem.

Employee Name _____	
Phone _____	
Department _____	
Department Head / Supervisor (Print) _____	Date _____
Department Head / Supervisor's Signature _____	

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